



# CITY MANAGER'S NEWSLETTER



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April 15, 2016

## **NATIONAL DRUG TAKE BACK DAY**

On Saturday, April 30, 2016, the **Woodstock Police Department** will participate in the 11<sup>th</sup> Drug Enforcement Administration (DEA) National Drug Take Back Day event from 10:00AM to 2:00PM in the public parking lot (east side of the building) located at 656 Lake Avenue.

Any and all prescription or over-the-counter drugs will be accepted if they are in pill form (no liquids or syringes.) You can bring in as few or as many as you have – there is no minimum or maximum. The drugs will be accepted no questions asked and will then be properly destroyed by the DEA in an environmentally safe fashion.

The service is free and your privacy is protected. You don't even have to get out of your vehicle – Officers will be on hand to assist you – you can drive-by, drop off and be on your way.

Last September, Americans turned in 350 tons (over 702,000 pounds) of prescription drugs at more than 5,000 sites operated by the DEA and more than 3,800 of its state and local law enforcement partners. When those are combined with what was collected in its 10 previous Take Back events, the DEA and its partners have taken in over 5.5 million pounds – more than 2,750 tons – of pills.

For further information, please call **Tamara Reed** at 815-338-6787 or visit [www.dea.gov](http://www.dea.gov).



## **TOTS ARE ROCKIN' AT THE RECREATION CENTER**

The second session of the **Recreation Department's Tot Rock and Kid Rock** classes began last week at the Rec Center. Both classes are a parent-tot musical program that focuses on song and dance, rhythm and rhyme, imaginative play and fine and gross motor skills.

Tot-Rock is for ages one to two, and Kid Rock is for ages two to three. Additional classes will be offered this summer beginning in June.



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## WHAT ARE THOSE FLAGS FOR ANYWAY?

**You'll know what's below by the different flags, stakes or paint.**



For many, springtime often means the first opportunity to work on outdoor projects. Before any digging begins (big or small) by anyone, the law in Illinois requires a call to JULIE (1-800-892-0123), the one-call not-for-profit messaging system for local utilities. Upon calling their toll-free number to provide project information, JULIE creates a “dig ticket” and sends the information to local utility owners (ie - electric, gas, cable, water, and sewer). Utility owners are responsible for marking the location of their underground utility; JULIE does not mark or own any of the utilities. Once an underground utility is located at a dig site, it is generally marked with a colored flag along with corresponding colored spray paint. Each utility is always marked with its designated color, as indicated by the chart above.

Callers need to be aware locating utilities underground is not an exact science, and markings like shown above indicate an *approximate* location. If digging needs to occur, it should occur at least 18” on either side of the mark. If digging needs to occur within either of the 18” zones, JULIE suggests hand digging next to a mark and not on top of one.

If you have questions regarding this information, please contact the **Department of Public Works** at [pwdept@woodstockil.gov](mailto:pwdept@woodstockil.gov) or (815) 338-6118.



## Quotation

*“You can’t depend on your eyes when your imagination is out of focus.”*

**Mark Twain**

### ***SPRING HYDRANT FLUSHING BEGINS IN MAY***

The City's **Department of Public Works** will be flushing hydrants again this spring as preventative maintenance. The schedule for the spring is listed below:

- All hydrants west of IL Route 47      Monday, May 2 through Tuesday, May 10
- All hydrants east of IL Route 47      Wednesday, May 11 through Thursday, May 19

*No scheduled flushing will take place on Saturdays or Sundays.*

During these three weeks, some loss of pressure and discoloration of water may occur. This condition does not present any health hazards and is only temporary. Residents should check their water quality *before* doing laundry or avoid doing laundry during scheduled flushing.

For more information about the spring flushing program, contact the Department of Public Works at [pwdept@woodstockil.gov](mailto:pwdept@woodstockil.gov) or call 815-338-6118.



### ***MEETINGS NEXT WEEK***

Monday, April 18- Old Courthouse Advisory Commission, 7PM Council Chambers

Tuesday, April 19 – Economic Development, 8AM, Council Chambers

Tuesday, April 19 – City Council, 7PM, Council Chambers

Wednesday, April 20 – Transportation Commission, 7PM, Council Chambers

### ***PUBLIC WORKS EQUIPMENT YOU SHOULD KNOW***

The City of Woodstock operates two large Vector trucks during various operations. Both units are blue with a large black hose connected to the upper portion of the truck. A high-pressure hose is stored on a circular reel on the front, and the back portion of the truck consists of four water tanks and a debris hopper. Just as its name might suggest, the Vector is essentially an extremely powerful “Shop-Vac” and high-pressure hose combination on wheels. Its responsibilities include:

- Removing blockages from storm or sanitary sewer lines
- Maintaining storm or sanitary sewer lines by routine cleaning or “jetting”
- Breaking up and removing material in sensitive areas of excavation, for example near utilities

A resident would most likely see the Department of Public Works using these units on the street performing preventative maintenance to the City’s storm and sanitary sewer pipes. Maintenance includes “jetting” or forcing high-pressure water into a manhole through a section of main to remove any debris or blockages. This maintenance is important as it keeps mains clear to accept storm and sanitary water from private services.

If you have any questions regarding this information, please contact the Department of Public Works at (815) 338-6118 or [pwdept@woodstockil.gov](mailto:pwdept@woodstockil.gov).





## HR NEWS

### 2016 UNITED WAY EMPLOYEE CAMPAIGN



This month the City is kicking off its **2016 United Way Employee Campaign**. **The community needs your help.** United Way of Greater McHenry County is the easiest and most powerful way to help your community. A gift to United Way supports programs all across McHenry County.

Donations are tax-deductible. You can even direct where your donation will be applied! Donations may be made one-time via personal check or conveniently deducted from paychecks throughout the year.

To encourage and recognize City of Woodstock employees who contribute to these worthy organizations, we are pleased to offer the 2016 United Way Pledge

Prize Drawing! Winners will be randomly drawn to win:

- WWW Family Pool Pass for summer 2016
- 2 tickets to a Woodstock Opera House Show
- 1 additional Floating Holiday
- TBA prize (s)

To be eligible for the drawing, **pledge forms**, with your personal check or payroll deduction included, **must be turned in** to the HR Department **no later than 5:00PM Friday, May 6, 2016**.

**Note:** If you are currently making payroll contributions for the **2015 campaign**, your last deduction will be with the May 4<sup>th</sup> payroll. **If you would like to continue contributing for the 2016 Campaign, you must fill out a new pledge form for the new campaign.**

If you would like to make a pledge via payroll deduction for the 2016 campaign, the first payroll deduction will be on May 18, 2016 and will conclude with the last deduction on April 26, 2017 (26 pay periods).

**If you need a pledge form** or have any questions, please contact Jill May in the HR Department at ext. 11206 or (815) 338-1172.

And stay tuned...an announcement will be made shortly regarding a fun event contest that is in the works – 100% of the proceeds will be donated to the United Way of Greater McHenry County.

## RECRUITMENT

### Dual Department Office Assistant (Full-Time) – City Manager's Office and Woodstock Opera House:

The City of Woodstock is accepting **electronic** applications for the position of **Dual Department Office Assistant** with our City Manager's Office and Opera House. The purpose of this position for the City Manager's Office is to provide routine, supportive and clerical services, receive the public, provide customer service, answer the phone and provide administrative support to the department. The purpose of this position for the Opera House is to assist with administrative functions, maintain records and provide clerical support in operating a performing arts center. The work is performed under the supervision of the Managing Director. This is a full time position working M-F, 8:30AM – 5:00PM. The position is a split-position working approximately half of its scheduled hours in each of two departments; the City Manager's Office and the Opera House business office. Starting salary for this role is \$16.00 - \$20.00/hour dependent upon qualifications, with eligibility for a full benefits package for group insurance, benefit time, IMRF retirement benefits, and more. **Application Deadline: Friday, April 15, 2016 at 5:00PM.**

**Facility Workers (Limited Part-Time) – Woodstock Opera House:** The City of Woodstock is accepting **electronic** submissions for the position of limited part-time **Facilities Worker** with the Woodstock Opera House. Examples of duties, many of which are physically strenuous, are: assisting in the cleaning of the building, including vacuuming, floor mopping, trash removal, washing windows and cleaning surfaces; assisting with routine maintenance of building systems; assisting with building repairs, preservation, restoration and remodeling projects; assisting patrons with customer service; and other related duties as assigned. This limited part-time position will work approximately 12-16 hours per week, mostly weekdays, with evening hours possible. Starting salary for this role is \$9.57 - \$24.75/hour dependent upon qualifications; no additional benefits are provided. **Application Deadline: Friday, April 15, 2016 at 5:00PM**

Please refer to the City's website at [www.woodstockil.gov](http://www.woodstockil.gov) and click on the Jobs section for further details and the application process on the above opportunities. *The City of Woodstock is an Equal Opportunity Employer.*

### **TIPS FOR COPING WITH A BAD DAY**

A bad day. Everyone has them. You know, the kind where you rip your stockings, spill coffee on your pants, and then get stuck in a traffic jam...While you may not be able to avoid such an ill-fated chain of events, you can control how you respond to such situations, and employ these easy strategies to help keep your stress levels in check.

#### **6 Stress Management Strategies**

Here are six simple expert-recommended methods to help you cope with whatever life throws your way:

1. **Just breathe.** It sounds simple, right? Breathing is just an essential part of being alive. But it also brings some soothing properties that can be great to consciously employ when your stress level is high. "The increase in oxygen [when you take deep, cleansing breaths] has a profound calming effect on our body and mind," says Michelle Lewis, LCSW, the Owner/Clinical Director of Salt Lake Weight Counseling in Salt Lake City. "Many of us stop breathing, or don't breathe as deeply, when faced with stressful situations," she says.

Her fix: download relaxation exercises (many free apps are available) to your phone and just pop on your headphones when things don't go as planned. Another approach involves simply "closing your eyes, and breathing in your nose, and out your mouth. Visualize the breath as it comes through your nostrils, sinuses, throat, and down into your chest. Then picture the breath as it comes back up and out," Lewis suggests.



2. **Accept the inevitable.** Rather than trying to will away your bad day, sometimes it can help to just accept the challenges and allow yourself to be in the moment. “Let’s say you’re commuting to work and your train is delayed or you get stuck in traffic,” says Joy Rains, the Bethesda, MD-based meditation expert and the author of *Meditation Illuminated: Simple Ways to Manage Your Busy Mind*. “Perhaps you might tense up all over. Maybe your inner voice is saying something like this: *‘I can’t believe this is happening! I’m going to be late. I should have never taken this train, or this route.’*”

Instead of fighting circumstances, Rains suggests just going with the flow: “The delay has happened and that’s not going to change. Acknowledge your response to the event. You may be angry, frustrated, or anxious. Note your feelings, then try to release them.”

3. **Make good use of your time.** Maybe you want to learn a new language, or increase your leadership skills, but you can never find the time to try to achieve these goals. Getting stuck on the commuter rail or in traffic can offer a perfect opportunity to educate yourself by listening to audio tapes of motivational speakers that inspire you, informative audio documentaries, audio books you’ve been wanting to read, or a language instruction course, say health coaches Michele Periquet and Firouze Zeroual of Los Angeles, creators of a personalized diet and lifestyle program called Reset Yourself.

When you look at these kinds of situations as an opportunity to do things that you otherwise might not have been able to try, you can make something good come out of your bad day.

4. **Have a back-up plan.** “Although we don’t plan for bad days, we can have a plan when one arises,” says Julie Kaminski, who has a master’s in counseling, and is also a licensed wellness coach, group fitness instructor, and certified personal trainer in Lebanon, NY. She says with a fall back plan, you can have more control of the situation and this can minimize stress.

“If/then” statements are helpful in these situations, says Kaminski: “For example, when I have a bad day/get stuck in traffic/things go wrong, [try saying] ‘I will \_\_\_\_ (fill in the blank—behave in a certain way, say a certain thing, think a certain thought) so that I can achieve \_\_\_\_ (the goal)’. The great thing about ‘if-then’ statements is that they are personal to *you*: You fill in the blanks of what will work for you! The key is to have your plan in your back pocket, ready to go when needed.” You plan might include knowing who to call to pick up your children or feed your dog when you get stuck.

5. **Vent your frustration, then move on.** “There are dozens of apps [such as Vent, Whisper, and Secret] that allow you to share your secret innermost thoughts safely and securely. Get your frustration off your chest and then move on,” says Roy Cohen, a New York City career coach and author of *The Wall Street Professional’s Survival Guide: Success Secrets of a Career Coach*.

If venting remotely isn’t enough, another option is to “call your go-to person for comfort, guidance, insight, or simply to complain. This is the person you save for that rare occasion when you are about to have a meltdown. But be sure not to over burden this individual. Reciprocity is key to maintaining a mutually supportive relationship,” he stresses.

6. **Avoid binging on sugary foods.** “When you’re stressed, it can be tempting to reach for comfort food, such as a sugary treat, but this is one of the worst types of thing you can eat if you want to relax,” says Kevin Meehan, LAc., MS, NCCAOM, NCCA, and founder of Meehan Formulations, a maker of alternative health products in Jackson, WY.

“Consuming foods which are high in simple sugars will generally quickly spike our glucose [a form of sugar] levels. The saying ‘what goes up must come down’ applies well to this scenario—the faster the surge, the faster the decline,” he points out. “When we create a low blood sugar environment, we also tend to experience low energy, fatigue, and malaise.

The best way to avoid this is to consume more complex carbohydrates [like an apple, almonds, or a protein bar]. Complex carbohydrates liberate their sugars slowly into the blood stream, while the simpler ones flood the system faster, consequently creating a blood sugar spike, which leads to a hypoglycemic [low blood sugar] state.”

### *Put it into Perspective*

If, despite your best efforts, your bad day feels overwhelming, try to put the situation into perspective and not let it throw you off course. Maybe you spilled your drink, banged your elbow, or burned the dinner. While these things can be frustrating, when you think about it, they are just little blips in your day, so don’t let them become huge setbacks in your mind.

Remind yourself that tomorrow will be a new day, and hopefully things will go more smoothly then.

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### **Want to Start to Get Healthy with an Exercise Program?**

City of Woodstock employees receive an employee discount at the **Woodstock Recreation Center. The initiation fee is waived! Executive membership is \$35 per month. Full membership is \$25 per month.** Try a week for free! For more information, contact Mary Lynn Lisk or Renee Torrez at 815-338-4363 or visit [www.woodstockrecreationdepartment.com](http://www.woodstockrecreationdepartment.com) for more information.